



June 10, 2021

Mrs. Cristina Haworth, AICP  
City of Issaquah  
1775 12<sup>th</sup> Ave NW  
Issaquah, WA 98027

*Civil Engineers*

Project: Issaquah High School #4 and Elementary School #17, AHBL No. 2180412.10  
Subject: Request for AAS for Parking Requirements

*Structural Engineers*

*Landscape Architects*

Dear Mrs. Haworth:

*Community Planners*

This letter is intended to formally request an Administrative Adjustment of Standards (AAS) as outlined in the City of Issaquah Municipal Code (IMC) for the off-street parking requirement for the Issaquah High School #4 and Elementary School #17 project. This adjustment is to allow shared parking between the facilities and not a reduction in overall parking required for the site.

*Land Surveyors*

From our review of the City Code and pre-application comments we understand that the project must comply with the off-street parking standards, per IMC Table 18.09.050. The IMC also allows an Administrative Adjustment of Standard as outlined in IMC 18.09.060.

*Neighbors*

A summary of each school's program is provided below:

- High School
  - 56 classroom building
  - Future 10 classroom addition
  - 4 future portables (8 classrooms)
  - Total classrooms planned - 74
  - 125 Employees
  - 500 seat auditorium
  - 2,000 seat stadium
- Elementary School
  - 24 classroom building
  - 2 future portables (4 classrooms)
  - Total classrooms planned - 28
  - 350 seat Cafeteria/Gym

1. **Code Required Number of Vehicular Parking** (IMC 18.09.050):

- a. **Elementary School:** 3 spaces per classroom or 1 space per 3 seats in auditorium, whichever is greater
- i. By Classroom:

**TACOMA**

2215 North 30th Street

Suite 300

Tacoma, WA 98403-3350

253.383.2422 TEL

[www.ahbl.com](http://www.ahbl.com)



28 classrooms provided:  $(28 \times 3) = 84$  parking stalls required (includes future portables)

ii. By Seating area

350 seat Cafeteria/Gym:  $(350/3) = 117$  parking stalls required (governs per IMC)

b. **High School:** 4 spaces per classroom plus 1 space per employee and faculty member, or 1 space per 3 seats in auditorium or stadium, whichever is greater

i. By Classroom/Employee:

74 classrooms provided:  $(74 \times 4) = 296$  parking stalls required

125 Employees/Faculty:  $(125 \times 1) = 125$  parking stalls required

Total: 421

ii. By Stadium:

2,000 seat stadium:  $(2,000/3) = 667$  parking stalls required (governs per IMC)

iii. By Auditorium:

500 seat auditorium:  $(500/3) = 167$  parking stalls required

2. **Requested Administrative Adjustment of Parking Standards for Total Required Number of Spaces and Number of Structured Spaces and Shared Parking (IMC 18.09.060.D):**

We are requesting a reduction in the number of required parking spaces based on the proposed function and use of the site. The proposed use of the site utilizes surface lots for general site parking and a structured parking garage for joint faculty/employee use. The number of parking per IMC assumes the most restrictive use of the site and assumes these conditions are applicable 365 days of the year. Schools do not typically function this way and based on historical uses of other schools within the Issaquah School District (ISD), the required number of parking stalls is more than is typically used on day to day operations.

a. Site Use Assumptions:

- i. School site will be used 250 calendar days of the 365 day year based on the school curriculum. The remaining days are summer use and would not warrant full parking requirements for the time.
- ii. 180 days of the 250 days are school days with full staff and students.
- iii. 70 days of the 250 days are weekends, holidays, etc. when limited staff and students are present.
- iv. The stadium at the HS will be at full capacity only approximately 5 days of the year and will happen after school hours. Thus, the ES will not be in use at this time. The school district is also prepared to write a letter that they will not have events at the ES on times when the stadium is expected to be near capacity.
- v. The Cafeteria/Gym for the ES will be used approximately 2-3 days of the year and will happen after school hours.
- vi. For events such as at the stadium or ES auditorium, portions of the site used for bus drop-off, parent drop-off etc. will be able to be used for overflow parking.
- vii. If additional parking is needed for larger events (none known at this time), ISD will provide shuttle service to and from the site to ISD owned school in vicinity such as Pine Lake Middle School.



- b. Requested adjustment of number of parking stalls:
    - i. **Elementary School:**  
We are requesting only the number of classrooms be used to determine the required parking since the Cafeteria/Gym will only be used 2-3 days of the year and there will be other areas of the site that can be utilized for additional parking. Thus, the required parking for the ES site is **96**.
    - ii. **High School:**  
We are requesting only the number of classrooms be used to determine the required parking since the stadium will only be used 5 days of the year and there will be other areas of the site that can be utilized for additional parking. Thus, the required parking for the HS site is **421**.
    - iii. Total number of site parking required based on requested adjustments: **517**
  - c. Requested Shared Parking:
    - i. As outlined in the Site Use Assumptions above, there are 5 days a year where the stadium will be at full capacity. In order to accommodate parking for this occasional condition, we are requesting the provided elementary school parking be used in conjunction with the provided high school parking during such events.
3. **Provided Parking:**
- a. **Structured Parking:**  
Structured parking has been provided in the High School lot and meets the 50% requirement for the site. Note that the current plan exceeds 65% structured parking.
  - b. **ES Vehicular Parking:**
    - i. ES Standard Stalls:  
68 stalls provided
    - ii. ES Compact Stalls:  
28 stalls provided
    - iii. Total ES Provided Surface Parking:  
96 parking stalls
  - c. **HS Vehicular Parking:**
    - i. HS Standard (Non-Structured):  
92 stalls provided
    - ii. HS Compact Stalls(Non-Structured):  
0 stalls provided
    - iii. HS Standard Stalls (Structured)  
374 stalls provided
    - iv. HS Compact Stalls (Structured)  
79 stalls provided
    - v. Total HS Provided: 545 parking stalls  
This exceeds the number of required parking stalls (517) for the HS building
  - d. **HS Stadium Vehicle Parking:**
    - i. ES Surface Parking = 96 parking stalls
    - ii. HS Surface Parking = 545 parking stalls
    - iii. Event Parking – ES bus lane = 26 stalls
    - iv. Total Parking = 667 parking stalls  
This is equal to the number of stalls needed for the stadium (667) assuming the ES site is not in use at the time of stadium events as noted earlier.
4. **AAS Approval Criteria:**



- a. Section 18.09.060.D of the IMC outlines 5 criteria for approval of an AAS for required parking spaces:
  - i. **Documentation:** The summary of school program and site use assumptions provided above serve as documentation supporting the requested adjustment of number of required parking spaces.
  - ii. **Function and Use of the Site:** The requested adjustment of the number of required parking spaces provides better function and use for the site by allowing more green space between site elements for pedestrian access and grading transitions and reduces the amount of impervious surface required. It does not have any negative impact on adjacent sites or site access. The proposed number of required parking provides a positive impact to adjacent sites by reducing the overall required footprint of the project and allowing larger site perimeter buffering.
  - iii. **Intent:** It meets the intent of the IMC by providing only the parking needed to fit the use of the site. Section 18.09.030.A of the IMC states “the purpose of required parking as a condition of a development is to provide an adequate amount of vehicle parking for a specific use, recognizing that a balance must be reached between inadequate and excessive parking.”
  - iv. **Numbers of Employees/Customers:** Due to safety and supervision requirements inherent to school sites, parking areas are naturally segregated between students, employees, and visitors and thus meets the intent of an on-site transportation management program. The number of employees required for a school are based on minimum number of employees required to meet the programming needs of the school district for the population served.
  - v. **Tree Retention:** The proposed number of required parking reduces the overall footprint of the site and allows retention of additional significant trees.
- b. Section 18.09.060.E of the IMC outlines 2 criteria for approval of an AAS for shared parking:
  - i. **Prime Hours of Operation:** As outlined in the site use assumptions above, the shared parking is to accommodate the rare full stadium events. These events will occur after the typical school hours and thus traffic from these events will be at nonpeak hours.
  - ii. **Shuttle:** As outlined above, the requested adjustment for the number of required parking stalls is the amount necessary to serve full stadium with the shared parking provision. Thus, a shuttle or valet parking service is not justified.

The requested AAS for the required number of parking stalls and event parking should be approved based on the approval criteria outlined in section 4 above.

If you have any questions, please call me at (253) 383-2422.



Sincerely,

Todd Sawin, PE  
Principal

TCS/

c: Tom Mullins and Royce Nourigat, ISD  
Jean Stolzman, Bassetti

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